INSTITUTE *of* **Museum** and **Library** SERVICES

2007

Conservation Project Support

Grant Program Guidelines and Application Forms

CFDA No. 45.303

Application Deadline: October 1, 2006

Online application available through Grants.gov
(see www.imls.gov/grantsgov for more information)

FOR MORE INFORMATION, CALL OR WRITE:

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IMLS will provide visually impaired or learning-disabled persons with an audio recording of this publication or any other grant publication upon request.

DEAR COLLEAGUES

I am pleased to present the 2007 guidelines for the Conservation Project Support program. Since its inception in 1984, museum professionals and service organizations that share a commitment to conservation have guided the Conservation Project Support program. I care deeply about the conservation of our nation's collections. So I am especially proud of this long IMLS record of partnership with the field for conservation project support, especially now, when the museum community is highlighting the importance of safeguarding our nation's valued heritage, which it holds in the public trust for the American people.

The wakeup call provided by the disastrous hurricanes in the Gulf Coast coincided with the publication of the Heritage Health Index, published by Heritage Preservation, Inc. with major funding from IMLS. This publication, the first comprehensive survey of the conditions and preservation needs of our nation's collections, found that roughly 200 million objects held by archives, historical societies, libraries, museums, and scientific organizations are in need of conservation treatment. Sixty-five percent of collecting institutions have experienced damage to collections due to improper storage. Eighty percent of U.S. collecting institutions do not have an emergency plan that includes collections, with staff trained to carry it out. Forty percent of institutions have no funds allocated in their annual budgets for preservation or conservation.

Museums hold, care for, and preserve these collections, which contain and reflect our country's cultural, scientific, historic, and artistic heritage. This priceless heritage reflects our knowledge, accomplishments, and stories and provides windows into other cultures and peoples. It is essential that collections be preserved and protected for us and for future generations. Conservation must be a priority.

Sincerely,

Anne-Imelda M. Radice, Ph.D.
Director

WHAT'S NEW IN FISCAL YEAR 2007

Several changes have been made to the application and guidelines for Conservation Project Support grants. Please read these guidelines carefully.

In particular, please note the following:

- The Conservation Project narrative questions have been revised. Please address the Review Criteria cited after each narrative question.

- Impact Projects eligible up to $250,000 (formerly called Exceptional Projects) are intended to allow additional funding for projects that truly have an impact on the museum field, not just the applicant institution.

- Instructions for completing and submitting applications through Grants.gov are now included within these guidelines.

- The Institute of Museum and Library Services will make funding available to help museums in major disaster areas through grants to provide professional internships in conservation practice at museums that have suffered disaster-related damage. Grant applications require the participation of at least one one museum as the applicant or as a partner in a location declared by FEMA as a major disaster area in 2005 or 2006.

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General Information

ABOUT THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES

The Institute of Museum and Library Services (IMLS) is the primary source of federal support for the nation's 122,000 libraries and 17,500 museums. Its mission is to grow and sustain a "Nation of Learners" because lifelong learning is essential to a democratic society and individual success. Through its grant making, convenings, research, and publications, the Institute empowers museums and libraries nationwide to provide leadership and services to enhance learning in families and communities, sustain cultural heritage, build 21st-century skills, and increase civic participation.

Libraries and museums help create vibrant, energized learning communities. Our achievement as individuals and our success as a democratic society depend on learning continually, adapting to change readily, and evaluating information critically.

As stewards of cultural heritage, information, and ideas, museums and libraries have traditionally played a vital role in helping the public experience, explore, discover, and make sense of the world. That role is now more essential than ever. Through building technological infrastructure and strengthening community relationships, libraries and museums can offer the public unprecedented access and expertise in transforming information overload into knowledge.

ABOUT CONSERVATION PROJECT SUPPORT

The purpose of the Conservation Project Support (CPS) program is to help safeguard the collections housed in the nation's museums so that current and future generations can learn from and gain access to the rich artistic, cultural, and scientific heritage represented by those collections. To achieve this purpose, IMLS awards matching grants to help museums identify their conservation needs and priorities and to help them ensure the safekeeping of their collections by implementing sound conservation practices.

IMLS has awarded more than 3,000 CPS grants since the program's inception in 1984. All types and sizes of museums have benefited from this program. The CPS program is a partnership between IMLS and each grant recipient, working toward the mutual goal of protecting significant aspects of our cultural and scientific heritage.

IMLS has supported a holistic approach to conservation, designing the program to assist museums in developing a logical, institution-wide approach to caring for their living and nonliving collections. The full range of conservation activities, from comprehensive collection surveys to treatment to specific research, taken together, can provide a blueprint to guide each institution's collections care.

INSTITUTIONAL ELIGIBILITY

An applicant must be

- either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code;
- located in one of the 50 states of the United States of America, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the Virgin Islands, the Commonwealth of the Northern Mariana Islands, the Republic of the Marshall Islands, the Federated States of Micronesia, or the Republic of Palau; and
- a museum[1] that, using a professional staff,[2] (1) is organized on a permanent basis for essentially educational or aesthetic purposes; (2) owns or uses tangible objects, either animate or inanimate; (3) cares for these objects; and (4) exhibits these objects to the general public on a regular basis through facilities that it owns or operates.[3]

Please note that a museum located within a parent organization that is a state or local government or multipurpose not-for-profit entity, such as a municipality, university, historical society, foundation, or cultural center, may apply on its own behalf if the museum (1) is able to independently fulfill all the eligibility requirements listed above; (2) functions as a discrete unit within the parent organization; (3) has its own fully segregated and itemized operating budget; and (4) has the authority to make the application on its own. When any of the last three conditions cannot be met, a museum may apply through its parent organization, and the parent organization may submit a single application for one or more of its museums.

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[1]Museums include, but are not limited to, aquariums, arboretums, art museums, botanical gardens, children/youth museums, general museums (those having two or more significant disciplines), historic houses/sites, history museums, natural history/anthropology museums, nature centers, planetariums, science/technology centers, specialized museums (limited to a single distinct subject), and zoological parks.

[2]An institution uses a professional staff if it employs at least one professional staff member, or the full-time equivalent, whether paid or unpaid, primarily engaged in the acquisition, care, or exhibition to the public of objects owned or used by the institution

[3]An institution exhibits objects to the general public if such exhibition is a primary purpose of the institution. An institution that exhibits objects to the general public for at least 120 days a year is deemed to exhibit objects to the general public on a regular basis.

An institution that exhibits objects by appointment may meet the requirement to exhibit objects to the general public on a regular basis if it can establish, in light of the facts under all the relevant circumstances, that this method of exhibition does not unreasonably restrict the accessibility of the institution's exhibits to the general public.

An institution that does not have as a primary purpose the exhibition of objects to the general public but that can demonstrate that it exhibits objects to the general public on a regular basis as a significant, separate, distinct, and continuing portion of its activities, and that it otherwise meets the museum eligibility requirements, may be determined to be eligible as a museum under these guidelines. For more information please see 45 C.F.R. Chapter XI, Subchapter E (Institute of Museum and Library Services).

ELIGIBLE ACTIVITIES AND COSTS

All applications must demonstrate that the primary goal of the project is conservation and not collections management or maintenance.

The grant will fund

- project personnel, contract, or in-house staff time necessary for the proper and efficient execution of the project
- project consultants and their travel
- staff training in collections care
- internships/fellowships in conservation
- repair and stabilization activities that are directly related to the conservation project
- micro-environments for an object, specimen, or room (e.g., storage)
- basic environmental monitoring equipment and conservation supplies if these items will be used in conjunction with the project
- educational materials (if an education component is applied for)
- for living plant collections, mapping software
- for living collections only, those physical improvements that relate directly to the perpetuation of the specimens or species involved in the project
- staff time spent traveling to conservation facilities or consulting with conservation professionals

The grant will not fund

- inventory or cataloguing of collections
- a project whose goals are primarily aesthetic or educational
- the upgrade or installation of a security or fire suppression system
- the installation or purchase of heating, ventilation, and air conditioning systems for an entire museum building
- construction or major building improvements
- reconstruction or renovation of historic sites and landscapes
- replacement of architectural details for historical accuracy
- for living collections, research projects
  - involving animals not already represented in the applicant's collection;
  - that are primarily international in scope; or
  - involving the reintroduction of species into the wild.

DATA UNIVERSAL NUMBERING SYSTEM (DUNS), TAXPAYER IDENTIFICATION NUMBER (TIN), AND EMPLOYER IDENTIFICATION NUMBER (EIN)

To improve the statistical reporting of federal grants and cooperative agreements, the Office of Management and Budget (OMB) has directed all federal agencies to require all applicants for federal grants to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements on or after October 1, 2003. The DUNS number is required whether an applicant is submitting a paper application or using the government-wide electronic portal (Grants.gov).

Organizations should verify that they have a DUNS number or take steps to obtain one. Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-866-705-5711 or by visiting www.dnb.com/us. Individuals who would personally receive a grant or cooperative agreement award from the federal government apart from any business or nonprofit organization they may operate are exempt from this requirement.

The Taxpayer Identification Number (TIN) is an identification number used by the Internal Revenue Service (IRS) in the administration of tax laws. It is issued either by the Social Security Administration (SSA) or by the IRS. A Social Security number is issued by the SSA, whereas all other TINs are issued by the IRS. An Employer Identification Number (EIN), also known as a federal tax identification number, is a nine-digit number that the IRS assigns to business entities. The IRS uses this number to identify taxpayers that are required to file various business tax returns.

If an organization does not have a DUNS and a TIN number, its application will be rejected.

CONDITIONS OF A GRANT

Duration of a Grant
Generally, project activities supported by CPS grants may be carried out for up to three years.

Project Start Date
Projects may begin no earlier than May 1 and no later than September 1, 2007. Projects must begin on the first day of the month and end on the last day of the month.

Amount of Grant
CPS grants range up to $150,000 and Impact Projects up to $250,000. IMLS will review and negotiate budgets as necessary. Applicants may be granted an amount less than requested.

Cost Sharing
Project cost must be matched 1:1 through cost share by the applicant. Applicants must provide at least half of the total cost of the project from nonfederal sources. These costs may be supported by the grantee's cash outlays, including cash contributions from third parties that are used to support project costs, the value of the grantee's contributions of property and services to the project, and third-party in-kind contributions that are used to support project activities. IMLS encourages applicants to contribute as cost sharing the salaries of any permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain how their regular duties will be performed during the grant period.

IMLS strongly encourages applicants to seek third-party donations of cash, equipment, and services. If any funds are to be contributed as cost share by sources other than the applicant or its official partners, the applicant must identify whether the commitment of funds is assured or pending. If the funds are assured, the applicant should include a letter from the source affirming its commitment. If the funds are not assured, the applicant should describe the plan for meeting the promised cost share from other sources in the event that the pending funds are not received. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses, including all cost sharing, must be incurred during the grant period. Government-wide uniform administrative rules and requirements apply, including appropriate OMB circulars.

Use of Funds
CPS grants may be used for a broad range of project activities. Grant funds may not be used for construction, acquisition of collections, contributions to endowments, social activities, ceremonies, entertainment, or pre-grant costs. All revenues generated with project funds during the grant period must be reported as program income and should be applied to the grant recipient's cost sharing. All listed expenses must be incurred during the grant period. Government-wide uniform administration rules and requirements apply, including appropriate OMB circulars.

Copyright/Work Products

IMLS requires acknowledgment of publications and other products resulting from the project. Products should be distributed free or at cost unless the recipient has received written approval from IMLS for another arrangement. With written permission from IMLS, the recipient may copyright any work that is subject to copyright and was developed under an award or for which ownership was purchased. IMLS reserves, for federal government purposes, a royalty-free, worldwide, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use the work and authorize others to reproduce, publish, or otherwise use the work. IMLS requires grantees to send three copies of any products produced with IMLS funds with the final reports. Generally, a beta version of software developed on an IMLS-funded project must be provided to IMLS as a product of the grant. Consult with IMLS regarding software development projects.

Announcement of Award

No information about the status of an application will be released until all applications have been reviewed and all negotiations are concluded. IMLS will notify applicants of final decisions in late April 2007.

Payment, Accounting, Management, and Report Procedures

A federal accounting office handles the payment of CPS grant funds. Recipients may request cash advances or reimbursements as needed during the project period. Payments are made electronically. IMLS requires grant recipients to maintain a restricted account for funds received during the project period. Recipients need not maintain a separate bank account for IMLS grant funds; however, they must establish and maintain a separate accounting category within an internal accounting system to show that the funds have been used for project costs only. This restricted accounting record must be adequate to satisfy normal auditing procedures. Grants are subject to the provisions of OMB audit requirements. In addition, government-wide uniform grant administrative rules and requirements, including appropriate OMB circulars, apply.

Grant recipients are required to submit interim performance reports every six months during the grant period as well as annual financial reports. They are also required to submit a final performance report and a final financial report at the end of the grant period.

CATEGORIES OF FUNDING

CPS awards matching grants to help museums identify conservation needs and priorities and perform activities to ensure the safekeeping of their collections. IMLS funds four types of collections:

- Nonliving
- Natural History/Anthropology
- Living Plants
- Living Animals

CPS assists museums in developing a logical, institution-wide approach to caring for their collections. Applicants should apply for the project that meets their institution's highest collections care needs. Nonliving, natural history/anthropology, and living plant collections are eligible to apply for seven categories of activities (beginning on page 10):

- General Conservation Survey
- Detailed Conservation Survey
- Environmental Survey
- Environmental Improvements
- Treatment
- Research
- Training

Living animal collections are eligible to apply for three categories of activities (beginning on page 14):

- Environmental Improvements
- Research
- Training

Impact Projects

Impact Projects are those with broad-reaching effects that benefit multiple institutions. IMLS will provide up to $250,000 for these projects. Such projects may include multiple collections categories. Impact Project grants may not benefit just the applicant museum. Institutions interested in submitting an Impact Project application should contact CPS program staff.

Education Components

Applicants may apply for up to an additional $10,000 to educate the general public about their project. Conservation education activities may include lectures, workshops and symposia, CD-ROM/audiovisuals, staff consultants, materials/supplies, publications, and exhibits. See page 30 for more information on education components.

General Conservation Survey

A General Conservation Survey is a broad assessment of all of the museum's collections and environmental conditions. Its purpose is to generally describe conditions, identify conservation problems, and guide future conservation activities. Museums with nonliving, natural history/anthropology, or living plant collections should first apply for a general conservation survey of the entire museum—the building(s) and all of its collections, as well as the environment. IMLS encourages museums to apply for a CPS grant to support such a survey. For most institutions, it is the logical first step toward conserving the collections.

The General Survey report should include

- general information about the institution
- the goals of the survey
- information on staffing, including training needs
- a description of the condition of the building, the facilities, and all exhibition and storage areas
- a description of climate control and environmental conditions
- an overview of the collections, their condition, and policies governing their care
- recommendations for future conservation care in order of priority (used as the basis of a long-range conservation plan)
- an executive summary

General Conservation Survey or Conservation Assessment Program?
Small to mid-sized museums that need a general assessment of their collections may qualify for the Conservation Assessment Program (CAP). CAP is an IMLS-funded technical assistance program administered by Heritage Preservation, a not-for-profit conservation organization located in Washington, D.C. CAP, like the IMLS general conservation survey, supports general collections assessments; however, unlike the general conservation survey, CAP is noncompetitive, and provides between $4,000 and $8,000 for two consultants (conservator, architect) for a two-day survey. Museums with large numbers of collections and/or multiple structures may not qualify for the two-day CAP assessment and might be better served by the IMLS General Conservation Survey. For more information on CAP, please call Heritage Preservation at 202-233-0800 or e-mail cap@heritagepreservation.org.

If a museum has completed an IMLS-funded general conservation survey (through CPS or CAP[4]), then it is not eligible to request funding for another general conservation survey. However, the museum may request funding for the highest collections care priority identified in the general survey report or long-range conservation plan. Other possible project types are listed on the following pages. Institutions that have received a Museum Assessment Program (MAP) grant to support a collections management assessment are still eligible to receive either a CAP or a CPS grant to conduct a general conservation survey.

IMLS encourages museums to work with a conservation professional to develop a long-range conservation plan as part of the general survey project. A long-range conservation plan prioritizes the conservation needs within the museum's overall resources and mission. It also can provide sound, written support for future grant proposals.

Note: IMLS will not fund projects whose sole purpose is to develop a long-range conservation plan; IMLS will support the development of such a plan only when it is an integral and logical part of a general survey. Competitive applications should designate a conservation professional as the surveyor (for living plant collections, a horticulturist or plant propagator with specific expertise); members of the museum's curatorial staff may assist this designated surveyor.

Detailed Conservation Survey

A detailed condition survey is a systematic, item-by-item examination of all or part of a museum's collections. The end product of a detailed condition survey by a conservation professional should be a set of condition reports that identify the condition of each object or specimen, its treatment priority, and cost and method of treatment. A detailed condition survey should precede any request for treatment. This type of survey can help a museum in various ways:

- identifying conservation problems specific to a particular collection, object, or specimen including the need for treatment;
- identifying priorities
- indicating the resources and time necessary to address the problems.

A detailed conservation survey must be conducted by a conservation professional and should involve other appropriate museum staff.

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[4] Institutions that have received a CAP grant at any time in the past have already completed a general conservation survey; consequently, these institutions are not eligible to receive a CPS general conservation survey grant. However, an institution that received a CAP grant more than seven years ago may be eligible to receive another CAP.

NONLIVING, NATURAL HISTORY/ANTHROPOLOGY, AND LIVING PLANT COLLECTIONS

Environmental Survey

An environmental survey is an assessment of a museum's environmental conditions, including temperature, relative humidity, and light.

Funds may be used to survey environmental conditions in exhibition or storage areas or other areas where collections are housed. An environmental survey can help a museum in various ways:

- identifying specific environmental problems
- setting priorities for making environmental improvements
- recommending specific solutions for correcting environmental problems
- developing a monitoring program to better determine existing environmental conditions
- mapping collections (of living plants)

An environmental survey must be conducted by a conservation professional and should involve other appropriate museum staff. Other types of consultants should be included as needed.

Environmental Improvements

IMLS supports projects to improve and/or stabilize climatic conditions such as light, temperature, relative humidity, vibration, mold/fungus, pests, or air pollutants. Such projects might involve purchasing supplies, materials, and equipment (including storage furniture) to rehouse and reframe the collection, and upgrading storage facilities and holding and exhibition areas.

Treatment

Museums may request funds to conserve, preserve, or stabilize collections. The applicant must legally own any object or specimen that will be treated using IMLS funding. Complete treatment proposals for all objects or specimens that are to receive treatment must be submitted with the application. These proposals must be prepared by a conservation professional and should include the following:

- identification of the objects or specimens
- a full description of the objects' or specimens' current conditions
- anticipated treatment costs
- precise recommendations for treatment, including suggested materials and techniques

If the application is for treatment of a large group of objects or specimens that are homogenous in period, type, or media, then the applicant is not required to submit specific condition reports and treatment proposals for each object or specimen. However, a conservation professional's report on the entire group, listing each object or specimen, should be submitted. *Note:* IMLS will not provide funds to treat objects or specimens needed for an upcoming exhibition unless the applicant can demonstrate that such work is the museum's highest collections care priority.

Research

IMLS does not require a research project to be the museum's highest collections care priority. Museums may request financial assistance to conduct innovative conservation research projects with potential benefits to the field of conservation. Funds may be used to:

- add new knowledge in the conservation and preservation of collections
- develop more efficient or effective conservation techniques or training methods
- investigate techniques to improve collection environments and (for living plant collections only) long-term seed storage
- uncover significant information to inform or direct a specific conservation treatment

Research proposals should describe

- how the research relates to current research at the applicant's museum and elsewhere
- how this research project relates to other conservation activities at the museum at this time
- plans to disseminate the research results
- the expected results of the project (a summary of successful, completed research should be provided)
- usefulness to other institutions and the impact on survival/conservation of the species involved, if applicable

Training

A museum may request funds to train staff (including volunteers and interns) in all areas and at all levels of conservation and collections care. IMLS supports training of nonconservation staff in preventive maintenance and collections care. Training may also be incorporated into any CPS project as long as the training portion relates to and supports the project and the required training curriculum is provided. Examples of allowable projects include the following:

- training museum staff in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

In fiscal year (FY) 2007, IMLS is encouraging applications in this category from institutions that will provide professional internships for museums that have suffered disaster-related damages. Please contact CPS staff at 202-653-4789 to discuss any training projects that pertain to disaster-related damages.

IMLS supports the care of living animal collections in zoos, nature centers, aquariums, and similar eligible museums. In addition, IMLS will support the care of nonliving collections in these museums. There are many museums (zoos, aquariums) whose focus is the care and exhibition of living animal collections. However, many of these institutions maintain large, important nonliving collections, including books, documents, and manuscripts as well as art, historical, and scientific collections that are in danger of being destroyed because of improper care. In addition, many zoos and aquariums maintain historic structures that suffer from poor environmental controls or are in varying states of disrepair and face potential ruin. An IMLS CPS General Survey can help zoos and aquariums to identify existing and potential problems in such areas. Therefore, IMLS strongly encourages zoos and aquariums to consider applying for a general survey of their nonliving collections and work toward the development of a long-range conservation plan to care for these collections. Please refer to page 10 for more information about the General Conservation Survey.

Environmental Improvements

IMLS supports projects to improve and/or stabilize climatic conditions, such as light, temperature, relative humidity, vibration, mold/fungus, pests, and air pollutants. Such projects might involve the purchase of supplies, materials, and equipment (including storage furniture) to rehouse and reframe the collection, and upgrading storage facilities and holding and exhibition areas.

Research

IMLS supports basic and applied research dealing with captive populations of endangered species that enhance the probabilities of survival of these taxa. Proposed research projects should be designed to be of maximum benefit to the collection and the species under study. Projects should not compromise the health or well-being of captive or wild populations. (Please note compliance with the Animal Welfare Act in IMLS Assurances.) Research funds may be requested to

- add new knowledge of species preservation techniques
- develop more efficient or effective conservation techniques or training methods
- investigate techniques to improve collection environments

Research proposals should describe

- how the research relates to current research at the applicant's museum and elsewhere
- how the research relates to the museum's ongoing conservation activities
- whether the project is a conservation priority among coordinated national efforts
- plans to disseminate the research results
- the expected results of the project (a summary of successful, completed research should be provided)

Training

A museum may request funds to train staff (including volunteers and interns) in all areas and at all levels of conservation and collections care. IMLS supports training of nonconservation staff in preventive maintenance and collections care. Training may also be incorporated into any CPS project as long as the training portion relates to and supports the project and the required training curriculum is provided. Examples of allowable projects include the following:

- training museum staff in basic collections care techniques
- sending a staff member to a workshop or seminar
- supporting a conservation internship or fellowship

In FY 2007, IMLS is encouraging applications in this category from institutions that will provide professional internships for museums that have suffered disaster-related damages. Please contact CPS staff at 202-653-4789 to discuss any training projects that pertain to disaster-related damages.

All applicants may apply for up to an additional $10,000 to develop and implement educational activities that relate directly to the proposed conservation project, and whose intended audience is primarily the general public. This is an opportunity to educate the public about the value of conservation. IMLS will support the following costs through the education component:

- travel, lodging, meals, and other expenses necessary for project personnel to complete project activities
- supplies, materials, and equipment to carry out project activities
- the purchase and production of technical information and educational materials associated with the project activities
- the regular salary rate of principal project participants (if above and beyond their normal duties) for the time they are directly involved in the planning, implementation, evaluation, and research activities of the education component
- consultant costs related to the project

APPLICATION REVIEW PROCESS

IMLS staff determines whether an applicant is eligible and whether an application is complete. IMLS staff may contact applicants for information needed to make an eligibility determination. If an applicant is determined to be ineligible as an official applicant, the application will be rejected without evaluation (see "Institutional Eligibility," page 4). Incomplete applications are subject to rejection without evaluation. If an application is rejected, the applicant will be notified by mail. All eligible and complete applications will be competitively reviewed.

All eligible applications for CPS grants will be evaluated through individual field review and panel review. Reviewers and panelists are professionals in their field who have expertise in the various types of activities and projects. The IMLS director will make funding decisions on the basis of the evaluations by reviewers, the types of projects encouraged by IMLS, and the overall goals of the CPS program and of IMLS.

Reviewers provide their evaluation applying the review criteria identified with the narrative questions on pages 27-31. For examples of funded projects, search the Awarded Grants database at www.imls.gov/search.asp.

The Application Package

APPLICATION COMPONENTS

An application requesting CPS funding should include the following materials:
1. Face Sheet: the two-page form on pages 47-48 of this booklet or "Application for Federal Domestic Assistance/Short Organizational Form (SF-424)" on Grants.gov.
2. Program Information Sheet: the three-page form on pages 49-51 of this booklet, which is available as a fill-in PDF form or Word document in the Grants.gov zip file or on the IMLS Web site.
3. CPS narrative (not to exceed seven pages); include each question's number and label.
4. Education component narrative (not to exceed three pages); include each question's number and label.
5. Budget: the four-page form on pages 52-55 of this booklet, with the detailed budget pages replicated for each year.
6. Text Responses document(s), which will include the following:
   a. Abstract
   b. Schedule of completion
   c. Budget justification
   d. Organizational profile
   e. List of key project staff and consultants
   f. Resumes for key project personnel
   g. Statement of purpose/mission statement and history
   h. Explanation of budget surplus or deficit, if appliable
7. Supporting documentation (see pages 38-39).
8. Other attachments:
   a. Proof of Nonprofit Status, if applicable
   b. Letters of Commitment, if applicable
   c. Current, federally negotiated rate for indirect costs, if applicable

APPLICATION OPTIONS

Applicants to the CPS program have two options for submitting their applications: (1) on paper or (2) through Grants.gov, the one-stop Web site for organizations looking for and applying for federal grant opportunities. The application instructions contained within these guidelines are designed to accommodate both the paper and the online application process. Applicants should feel free to contact CPS program staff at any time with questions about an application component.

Paper Applications

Applicants who wish to submit their application on paper are encouraged to visit www.imls.gov and download the fillable versions of the application forms, which are available in both Adobe PDF (Portable Document Format) and Microsoft Word. To open these files, applicants must have either the freely available Adobe Acrobat Reader or Microsoft Word software on their computers (visit www.imls.gov/plugins.shtm to link to free downloads). Caution: Applicants using the free version of the Reader software cannot save the filled-out forms, so the forms must be completely filled in and printed in one operation. Applicants who have the full version of Adobe will be able to save filled-out forms. There are also many low-cost or free software packages that can help with saving documents as PDFs.

To learn more, see www.imls.gov/pdf/PDFConversion.pdf. As an alternative, applicants may re-create the forms electronically following the IMLS format or may type on printed forms.

Please see the "Assembling Paper Application Packages" and "Submitting Paper Applications" sections for instructions on printing, copying, and mailing paper applications.

GRANTS.GOV APPLICATIONS

Organizations that are applying under the October 1, 2006, deadline for the CPS program may submit their applications through Grants.gov, the federal government's online application system. The Grants.gov system will accept applications through 11:59 P.M. eastern time, October 2, 2006.

While the deadline is October 1, IMLS recommends strongly that applicants REGISTER EARLY (see "Grants.gov Registration" section below) and COMPLETE AND SUBMIT THEIR APPLICATION EARLY. Applicants are urged to not wait until the last day to submit their applications. Grants.gov can slow down during periods of high usage, which most often occur between 12:00 noon and 5:00 P.M. eastern time, particularly on days near a deadline. Applicants will have a better experience if they submit their application outside of these hours and in advance of the deadline.

Grants.gov Registration

All applicants who are using Grants.gov must register with Grants.gov before submitting their application. The multistep registration process generally cannot be completed in a single day. Applicants who are not already registered should allow at least two weeks to complete this one-time process. DO NOT WAIT UNTIL THE DAY OF THE APPLICATION DEADLINE TO REGISTER.

Step-by-step instructions for registering are available at www.grants.gov/GetStarted. In addition, IMLS has created an easy-to-follow checklist for registering at www.imls.gov/applicants/grantsgov/checklist.shtm. Applicants who have problems registering should call the Grants.gov help desk at 1-800-518-4726; e-mail support@grants.gov; or consult the information posted on the Grants.gov Web site at www.grants.gov/CustomerSupport. The Grants.gov customer service hours are 7:00 A.M. to 9:00 P.M. eastern time, Monday through Friday.

Applicants do not need to complete the registration process to download the application package and begin to prepare their material (see below). However, they will need their Grants.gov UserID and password, which are obtained during the registration process, to submit their completed application.

Obtaining Application Packages

Electronic application packages are obtained directly from www.Grants.gov. Organizations applying through Grants.gov will first need to locate the CPS package on the site. At the time of printing, the Grants.gov Web site was undergoing a redesign, so IMLS is unable to provide step-by-step instructions for finding the package on the site. Visit www.imls.gov/grantsgov for up-to-date instructions.

> Applicants will need to know one of the following to locate the package:
>
> **CFDA No:** 45.303
> **Funding Opportunity Number:** CPS-FY07

To access, complete, and submit the application package, applicants will need to have PureEdge Viewer, a small, free software program, installed on their computer. Applicants who do not already have this software can follow the instructions on Grants. gov for installing this program.

Please note that the PureEdge viewer is compatible with PCs running the Windows operating system. Non-Windows users will be able to download and complete the PureEdge forms by taking advantage of the free Citrix server. See www.grants.gov/MacSupport for more information.

The application package will download in a zipped file (.zip). Applicants will need to have software that unzips files to open them. Numerous freeware packages are available on the Internet. The .zip contents are also available on the IMLS Web site at www.imls.gov/grantsgov.

Working on an Application Package

1. When opening the application package that is saved on the applicant's computer, the Grants.gov "Grant Application Package" screen will appear. In the "Application Filing Name" field, applicants should enter their organization's legal name.

2. The forms needed to complete the CPS application appear in the "Mandatory Documents" box. To open an item, click on it to select it, and then click on the "Open Form" button that is beneath the "Mandatory Documents" box. Forms cannot be opened by double-clicking. When a form is more than one page, navigate between pages by using the "Next" or "Previous" buttons at the top of the screen.

3. After working on a form, click the "Close Form" button at the top of the screen to capture entered information and return to the "Grant Application Package" screen. Before closing the "Grant Application Package" screen, click on the "Save" button. Until all of the required fields in all of the mandatory forms are completed, clicking on the "Save" button will generate the invalid values message referred to in Item 4 above. Click "Yes" to proceed. Grants.gov will also ask: "File Already Exists. OVERWRITE?" Clicking "Yes" will save the most recent changes to the existing file.

4. When a form is completed, click on the form name in the "Mandatory Documents" box to select it, and then click the "=>"

button. This will move the form to the "Mandatory Completed Documents for Submission" box. All forms must be in the "Mandatory Completed Documents for Submission" box before an applicant will be able to submit their application. Forms can be worked on from either the "Mandatory Documents" or "Mandatory Completed Documents for Submission" box.

There are two forms in the "Mandatory Documents" box that every applicant must fill out before submitting their application:

1. Application for Federal Domestic Assistance/Short Organizational Form (SF-424s): This form asks for basic information on the applicant's organization and project. It is equivalent to the IMLS Face Sheet form in the conventional application package.

2. Attachments Form: This is not a form in the conventional sense, but rather a place to attach the other CPS forms and additional items that must be included for a Grants.gov application package to be considered complete.

The Optional Document box contains a second attachments form called "Other Attachments Form."

Note: The Program Information Form and the Budget Form are also mandatory components of the CPS application. They are included in the downloaded .zip file in both Adobe PDF and Microsoft Word formats, and are also available on the IMLS Web site. They

can be saved in either PDF or Word format, then attached to the application using the Attachments Form.

Before completing the required forms, applicants may want to activate the Help tool by clicking on the help button (looks like a question mark) in the tool bar. Applicants can then find instructions by positioning the cursor over each item or, where relevant, over the radio button for an item. Detailed instructions for certain items are provided in the next section.

Application Attachments
The Attachments Form is not a form in the conventional sense. Rather, it is a place to attach documents/files that are completed and saved elsewhere on the applicant's computer. The forms and documents that must be attached to the Attachments Form are listed in their correct sequence below:

1. Program Information Form
2. Narrative
3. Budget Form
4. Text Responses document(s)
5. Required or suggested supporting documentation attachments
6. Any remaining attachments

Several important points about the forms and documents to attach:

1. On the Attachments Form, there are 15 attachment buttons, labeled "Attachment 1" through "Attachment 15." By clicking on a button, applicants will be able to choose the file from their computer that they wish to attach. Applicants should

attach only one copy of each item. The Optional Documents box contains a second attachments form called "Other Attachments Form," which can be used if the applicant has more than 15 attachments. Applicants are encouraged to create multipaged documents that consolidate multiple attachments into one document, if possible.

2. Applicants must submit all attachments in one of the following formats: Microsoft Word (.doc), Adobe Portable Document Format (.pdf), Microsoft Excel (.xls), JPEG (.jpg), rich text (.rtf), or plain text (.txt).

   To save the PDF versions of either the Program Information Form or Budget Form as a PDF, applicants must use Adobe Acrobat Approval or the full Acrobat Standard or Professional Programs. (Acrobat Approval is no longer available for purchase, but existing versions will work.) *Caution:* Applicants using the free version of the Reader software cannot save the filled-out forms.

   Nonform documents, such as the narrative and Text Responses document(s), can be created with any software, but must be saved and submitted in one of the formats listed above. Applicants who do not have the software needed to convert files to PDF can use one of the many low-cost or free software packages available. To learn more, go to www.imls.gov/pdf/PDFConversion.pdf. Documents not available in an electronic format should be scanned and submitted as a PDF or JPEG file.

3. For documents that are not forms, applicants should make sure that pages are clearly labeled with the organization's legal name and the name of the item (e.g., application narrative) and numbered sequentially.

4. Forms and document files should be labeled clearly and attached in the proper order so that IMLS can correctly identify attachments.

5. Applicants do not have to fill in all 15 Attachments Form buttons.

6. If unable to view an attachment by clicking the "View Attachment" button on the Attachments Form, applicants should check the bottom of the screen for the message "Pop-ups were blocked on this page." If this message is present, pressing "Ctrl" and "View Attachment" will enable the applicant to see the attachment.

Grants.gov Help
For help on how to use Grants.gov, please see the help material on the Grants.gov Web site at www.grants.gov/CustomerSupport. Applicants can also e-mail the Grants.gov helpdesk at support@grants.gov or call them at 1-800-518-4726 from 7 A.M. to 9 P.M. eastern time, Monday through Friday.

The Grants.gov help desk will assign a case number to each inquiry. This number only documents the inquiry to the help desk, and is in no way related to the tracking number that Grants.gov will assign an application once it has been successfully submitted.

The IMLS Face Sheet is a two-page form located on pages 47-48. It is the equivalent of the "Application for Federal Domestic Assistance/Short Organizational Form (SF-424s)" on Grants.gov.

Note: Questions 1 to 4 will auto-fill for Grants.gov applicants and are not required for paper applicants.

5. Applicant Information

a. Legal Name: Enter the legal name of the organization that is making the application. Please see page 4 (Institutional Eligibility) for eligibility details. If the eligible entity does not have the authority to apply directly to IMLS for funding, enter the name of the parent organization that is submitting the application on behalf of the eligible entity. Enter the name of the eligible entity in the space provided for "Organizational Unit" on the Program Information Form, Question 1b.

b. Address: Use Street1 for the organization's street address or post office box number, whichever is used for its U.S. Postal Service mailing address. Street2 is not a required field and should be used only when a Suite or Room Number or other similar information is part of the address.

In the Zip+4/Postal Code box, enter the full nine-digit Zip code assigned by the U.S. Postal Service. An organization's full Zip code can be retrieved at www.usps.com/zip4.

d. Type of Applicant: After checking page 5 for CPS program eligibility, select the one code that best characterizes the applicant organization from the menu in the first drop-down box. Leave the other boxes blank. The following types of applicants are not eligible to receive CPS grants:

- Individual
- Public/Indian Housing Authority
- For-profit organization
- Small business
- Nondomestic (non-U.S.) entity

e. EIN/TIN: Enter the nine-digit number assigned by the IRS; do not use a Social Security number.

f. Organizational DUNS: All organizational applicants for federal funds must have a DUNS number. If applying through Grants.gov, ensure that the number entered here agrees with the number (either 9 or 13 digits) that was used with the CCR (Central Contractor Registry) as part of the Grants.gov registration.

g. Congressional District (Grants.gov applicants only—this field is not present on the paper form on pages 47-48): Enter the number of the congressional district in which the applicant organization is located. Use the following format: two-letter state abbreviation, followed by a hyphen, followed by the three-digit district number. For example, if the organization is located in the 5th Congressional District of California, enter "CA-005." For the 12th district of North Carolina, enter "NC-012." If a museum does not have a congressional district (e.g., it is located in a U.S. territory that does not have districts), enter 00-000. To determine an institution's district, visit the House of Representatives Web site at www.house.gov and use the "Find Your Representative" tool.

6. Project Information

a. Project Title: Provide a brief descriptive title.

b. Project Description: Briefly describe the specific project, not the applicant organization. Use clear language that can be understood readily by readers who may not be familiar with the discipline or subject area.

c. Proposed Project Start Date/End Date: Enter the beginning and ending dates for the requested period of support—that is, the span of time necessary to plan, execute, and close out the proposed project. CPS projects must begin between May 1, 2007 and September 1, 2007. Start dates must be the first day of a month and end dates must be the last day of a month.

7. Project Director

Provide the requested information for the project director, who will be responsible for carrying out the project and who will serve as the key contact person with IMLS regarding the progress achieved under the grant. Leave the Social Security number blank. Select a prefix (even though this field is not required on Grants.gov).

8. Primary Contact/Grants Administrator

Provide the requested information for the individual who should be contacted on all matters involving this application and the administration of any grant that may be awarded. For colleges and universities, this person is often a sponsored research, sponsored programs, or contracts and grants officer. In some museums, the person could be the development director. Leave the Social Security number blank. Select the appropriate prefix (even though this field is not required on Grants.gov)

In some organizations, particularly smaller ones, this individual may be the same as the project director. If this is the case, check the "Same as Project Director" box. (If the primary contact/grant administrator is the same as the authorizing official, please complete all items under both 8 and 9 even though there will be some repetition.)

9. Authorized Representative

Enter the name and contact information of the person who has the authority to apply for federal support of the applicant's activities and enter into legal agreements in the name of the applicant. The authorized Representative should not be the same person as the Project Director. By checking the "I Agree" box at the top of Item 9 and signing the application, this individual certifies the applicant's compliance with relevant federal requirements (the "IMLS Assurances and Certification" section, pages 57-63). All written correspondence will be addressed to the authorized representative.

For Grants.gov applications, the "Signature of Authorized Representative" and "Date Signed" boxes will be populated upon submission of the application. Submission of the application by the authorized representative certifies compliance with relevant federal requirements as the signature does on a paper application.

PROGRAM INFORMATION SHEET

1. Applicant Information
a. Legal Name: Enter the legal name of the applicant.

b. and c. Organizational Unit and Address: If the eligible entity cannot apply for grants on its own behalf, then enter the name and address of the entity in these spaces. For example, if a museum or library that is part of a parent organization, such as a university, is applying, the university would be the legal applicant, and the museum or library would be entered as the organizational unit. Be sure to include the four-digit extension on the Zip code.

d. Web Address: If an organizational unit is listed, enter its Web address here. If not, enter the Web site of the entity listed at Legal Name.

e. Type of Institution: Select the one that most accurately describes the applicant.

2. Grant Program or Grant Program Category
Select one of the categories listed under "b. Conservation Project Support."

3. Request Information
a. IMLS Funds Requested: Enter the amount sought from IMLS.

b. Cost Share Amount: This program requires a 1:1 minimum match. Enter the amount here.

4. Museum Profile
All CPS applicants must answer all questions in this section. If a museum indicates a budget surplus or deficit for question 4g, an explanation should be included in its Text Responses document.

5–7.
CPS applicants should skip these sections.

8. Collection and Material Information
a. Select a Type of Collection.

b. Types of Materials: Indicate which collection types are primarily affected by the project by marking affected types on a scale from 1 (primarily affected) to 4 (minimally affected). Mark as many as needed.

CPS NARRATIVE

The following section includes the narrative questions for the Conservation Project Support grant application. If also applying for the education component of the grant, then the applicant must complete this narrative section and the narrative section for the education component which begins on page 30. A well-designed proposal narrative is thorough and succinct while addressing all of the following evaluation criteria. These criteria must be addressed in the order presented and must be labeled with number and/or section title to guide reviewers in their evaluation. The narrative criteria are designed to create a proposal that begins with the broadest ideas and progresses to the details.

The application narrative must be no more than seven pages, must address the evaluation criteria in the order presented here, with each response numbered, and must

- Identify grant activities and address the narrative questions listed below.
- Answer each question in the order listed below, labeled and numbered.
- Not include detailed budget discussions. These should be included in the "Budget Justification" section (see page 36).
- Be no more than seven single-spaced, one-sided pages in length.
- Have the applicant organization's name at the top of each page.
- Have a margin of at least .5 inch on all sides.

- Have each page numbered.
- Use no smaller than a 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten applications are not acceptable.

Grants.gov applicants should use the Attachments Form to attach this document to their applications. Attachments will be accepted only in one of the following formats: Microsoft Word (.doc), Adobe Portable Document Format (.pdf), Microsoft Excel (.xls), JPEG (.jpg) rich text (.rtf), or plain text (.txt).

CPS NARRATIVE

1. Project Design

Describe the project activities and overall goals. Include the goals and objectives of each task and how they will be met. Discuss the amount of time staff and consultants will spend on the project and the museum's plan to ensure that normal museum operations are not disrupted during the project activities. Describe the object(s), historic structure(s), or specimen(s) that are the focus of this project, including information on the types, numbers, and materials involved. Include information about the conditions to which the object(s), historic structure(s) or specimen(s) are currently exposed and why they merit attention at this time.

Review Criteria: Extent to which the project proposes efficient, effective, and successful approaches to accomplish clear goals and objectives. Evidence that the object/historic structure/specimen that is the focus of this grant is in inappropriate conditions and worthy of attention at this time. Evidence that the project will not impede normal museum operations.

2a. Conservation Methods

Note: Applicants submit a training project should answer only alternate question 2b, rather than 2a. However, if a project includes training as a major component, then applicants must answer both questions 2a and 2b.

Describe the methods in terms of their efficiency, reliability, and safety. Discuss how these methods conform to currently accepted conservation methods for this type of work (if controversial or unproven conservation techniques are proposed, state why these techniques were chosen). Describe plans to protect objects from disruptive elements (e.g., construction dust, movement of objects).

Review Criteria: Evidence that these methods are the most appropriate and logical for the proposed activities. Assurance that the safety and care of the collections involved in the project are maintained throughout the duration of all activities.

2b. Conservation Training (if applicable)

Describe the rationale for the proposed training curriculum, including training materials, training methods, audience served, and intended benefits for the applicant and trainees. Identify what collections will directly benefit from this training. Describe all relevant teaching experience of the instructor(s).

Review Criteria: Evidence that all recipients of the proposed training will increase their knowledge of collections care. Evidence that the training will have positive benefits for the applicant's conservation/collections care practices. Evidence of the instructor's ability to train museum personnel in collections care.

3. How the Project Meets the Highest Conservation Needs

Describe how the project ties into the museum's long-range conservation plan and/or conservation priorities. Explain why this project is the museum's greatest collection care need at this time.

Review Criteria: Evidence that the applicant will address the institution's highest conservation priority as demonstrated/documented in a conservation assessment report or long-range conservation plan.

4. How the Project Fits into Ongoing Conservation Activities

For general conservation survey applicants only: Describe the project steps in terms of the museum's previous and current collections care activities.

Applications for other types of projects should describe the museum's general housekeeping and day-to-day maintenance activities and previous and current conservation activities, including accomplishments from any previously awarded IMLS conservation grants. Also describe the museum's overall financial commitment to conservation as well as the governing authority's commitment.

Review Criteria: Evidence that the museum is practicing good responsible collections care and how any previous CPS grants (if applicable) have enhanced the collections care at the institution. Evidence that the museum's management has committed resources (financial, staff, materials, supplies, equipment) for improving overall collections care.

5. Anticipated Benefits of the Project

Describe the benefits of this project for the museum, audience, or the museum field and how the benefits will be used and disseminated to the museum's audiences. Provide information about any intended products (written reports, plans, publications, etc.) that will result from this project.

Review Criteria: Evidence that the collections will be better served by the successful completion of this project. Evidence of the beneficial impact the project activities will have on the institution, its staff, and its audience(s).

6. Project Resources: Time and Budget

Describe the specifics of the time allotted for major activities and how these activities will fit within the overall activities of the museum. Discuss the budget allocated to accomplish the proposed activities.

Review Criteria: Evidence that the project activities will be effectively completed and that the institution is capable of carrying the project to its successful conclusion through the deployment and management of resources, including money, facilities, equipment, and supplies. Appropriateness and cost-efficiency of budget to complete these activities.

7. Project Resources: Personnel

Describe personnel who will accomplish the proposed goals. Briefly describe their qualifications and how they will be able to accomplish the necessary tasks for the project, especially if they are current museum staff with other duties. If new personnel will be hired, describe the positions in detail and the qualifications of appropriate candidates.

For any project personnel who have not been chosen (i.e., consultants, interns), summarize the position's required qualifications under question 7 and attach a separate position description.

Do not provide qualifications, resumes, or position descriptions for personnel whose role in the project is primarily administrative.

Review Criteria: Evidence that the project personnel are qualified to accomplish project goals and activities. Extent to which personnel can commit adequate time to manage and implement project activities. Extent to which personnel demonstrate appropriate experience and expertise in the specific area the project addresses.

Answer the following four questions in no more than three narrative pages. Spacing for each response may be distributed at the applicant's discretion, as long as the applicant

- answers all questions
- answers each question in the order presented
- does not exceed three full pages (8.5 x 11 inches)

1. Project Design

Describe the project activities and overall goals. Include the goals and objectives of each task and how they will be met. Discuss the amount of time staff and consultants will spend on the education component.

Review Criteria: Extent to which the education component proposes efficient, effective, and successful approaches to accomplish clear goals and objectives.

2. Anticipated Benefits of the Project

Describe the benefits of this education component for the museum, the museum's audience, or the museum field and how the benefits will be used and disseminated. Provide information about any intended products (publications, brochures, CDs, etc.) that will result from this project.

Review Criteria: Evidence that the museum and its audience will benefit from the successful completion of this project.

3. Project Resources: Time and Budget

Describe the specifics of the time allotted for education component activities and how these activities will fit within the overall activities of the conservation project. Discuss the budget allocated to accomplish the proposed activities.

Review Criteria: Evidence that the education component activities will be effectively completed and that the museum is capable of carrying the education component to its successful conclusion through the deployment and management of resources, including money, facilities, equipment, and supplies. Appropriateness and cost-efficiency of budget to complete these activities.

4. Project Resources: Personnel

Describe personnel who will accomplish the education component goals. Briefly describe their qualifications and how they will be able to accomplish the necessary tasks for the education component, especially if they are current museum staff with other duties. If new personnel will be hired, describe the position and its qualifications in detail.

For any project personnel who have not been chosen (i.e., consultants, interns), summarize the position's required qualifications under question 7 and attach a separate position description.

Do not provide qualifications, resumes, or position descriptions for personnel whose role in the project is primarily administrative.

Review Criteria: Evidence that the education component personnel are qualified to accomplish the component's goals and activities. Extent to which personnel can commit adequate time to manage and implement education component activities. Extent to which personnel demonstrate appropriate experience and expertise in the specific area the education component addresses.

BUDGET

The CPS application requires three elements to describe the costs of a proposed project. The Detailed Budget for each year of the project and the Summary Budget that describes costs for the entire project are both part of the four-page Budget Form on pages 52-55.The third element is the Budget Justification, which is referenced below and further explained in the "Text Responses Document" section.

Section A: Detailed Budget

Applicants need to fill out a copy of the Detailed Budget Form for each year of the project. The first copy of the Budget Form should begin on the project start date and end 12 months later. Applicants using the PDF or Word fill-in forms can fill out the form for one year, save or print it, then fill it out again for the remaining years. Applicants using the PDF fill-in forms will notice that the columns total automatically, whereas applicants using the Word forms will have to total their columns manually.

Applicants who are including an education component in their application should include the component's costs under "Other Costs" and provide more detailed explanation in the Budget Justification.

The budget should include the project costs that will be charged to grant funds as well as those that will be supported by the applicant or third-party cash and in-kind contributions (cost sharing). In-kind contributions include the value of services or equipment that is donated to the project free of charge. All of the items listed, whether supported by grant funds or cost-sharing contributions, must be

reasonably necessary to accomplish project objectives, allowable in terms of the applicable federal cost principles, auditable, and incurred during the grant period. Charges to the project for items such as salaries, fringe benefits, travel, and contractual services must conform to the written policies and established practices of the applicant organization. When indirect costs are charged to the project, care should be taken to ensure that expenses included in the organization's indirect cost pool (see "Indirect Costs" below) are not charged to the project as direct costs.

"Method of Cost Computation" can refer to a percentage of a person's time devoted to the project, a number of days, a quantity of items, and so on. This column should clarify how the applicant arrived at the costs indicated.

1. Salaries and Wages: Indicate both temporary and permanent staff by noting "temp" or "perm" in parentheses after each staff member listed.

2. Fringe Benefits: Fringe benefits may include contributions for Social Security, employee insurance, pension plans, and so on. Only those benefits not included in an organization's indirect cost pool may be shown as direct costs.

4. Travel: The lowest available commercial fares for coach or equivalent accommodations must be used, and foreign travel must be undertaken on U.S. flag carriers when such services are available.

6. Services: List the costs of project activities to be undertaken by a third-party contractor, including a partner, under this budget category as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be contributed by the third party. Attach a complete itemization of these costs to the IMLS Budget Form. If there is more than one contractor, list the cost of each contract separately on the IMLS Budget Form and with an attached itemization.

7. Student Support: CPS applicants should leave this section blank.

8. Other Costs: Please do not use the "Other Costs" section to list items that did not fit in the number of lines allotted for another section. If more lines are needed, the information should be summarized in the Budget Form and further explained in the Budget Justification.

Applicants who are including an education component in their application should include the component's costs under "Other Costs" and provide more detailed explanation in the Budget Justification.

10. Indirect Costs: Indirect costs are project costs that an organization incurs that cannot be easily assigned to an individual project. They are also called "overhead" or "administrative costs." Examples of indirect-cost type items are charges for utilities, insurance, use of office space and equipment owned by the applicant, local telephone service, and the salaries of the management and administrative personnel of the organization.

Organizations that do not have a federally negotiated indirect cost rate and do not wish to negotiate one may charge an administrative fee to the project of up to 15 percent. IMLS will pay this administrative fee only on that portion of direct project costs that are supported by IMLS funds. This fee may also be applied to the direct project costs that will be supported by the applicant and may therefore be counted as part of the applicant's cost sharing. If an applicant chooses this option, it must be careful to exclude all indirect-cost type items from the budget and the fee may not be applied to more than the first $5,000 of distorting costs such as equipment purchases or subcontracts.

If an organization has a federally negotiated indirect cost rate that will be current on the date of award, as cited on the award notification, this rate may be used to determine total project costs, as long as the rate is applied in accordance with the negotiated agreement and a copy of the negotiation is forwarded to IMLS with the application. However, IMLS will pay indirect costs only on the portion of the direct costs that are supported by IMLS funds. Indirect costs that are related to the direct project costs that will be supported by the applicant may be included in the budget only as a part of the applicant's cost sharing. IMLS will not accept an indirect cost rate that is scheduled to expire before the award is issued.

BUDGET

An organization that is in the process of negotiating an indirect cost rate with a Federal agency may apply the proposed rate to estimate total project costs as long as it follows the instructions in the previous paragraph in applying the rate and includes the indirect cost proposal in the application material. IMLS will not pay any indirect costs until a rate is negotiated and a copy of the final agreement is submitted to the IMLS Office of Grants Administration. It is possible that the amount of the award will be reduced if the final negotiated rate is less than the rate that was used in the application budget. However, the amount of the award will not be increased if the negotiated indirect cost rate is higher than the rate proposed in the application.

Once an indirect cost rate is accepted by IMLS, the rate shall be considered fixed for the duration of the award even if, during the course of the award, the grantee negotiates a new indirect cost rate.

If a grantee has one or more predetermined rates negotiated at the time of the award, e.g., 30 percent the first year and 32 percent the second year, these rates may be used in the project budget. However, in the example given above, if the grant period ran more than two years, the last predetermined rate would apply not only to the second year of the grant but also to any subsequent years.

These instructions also apply to an organization that will function as a partner in undertaking grant activities.

Section B: Summary Budget
The Summary Budget should clearly identify the amount requested from IMLS and the amount provided as cash and in-kind contributions by the applicant, by any partners, and from any other sources.

TEXT RESPONSES DOCUMENT

For the following application items, create a single document that includes all of the items below, in the order listed below. When it is finished, please run spell check (if available) and make corrections. Text Responses documents must

- supply information in the order requested.
- include the title (e.g., Abstract) for each item.
- have the applicant organization's name at the top of each page.
- have a margin of at least .5 inch on all sides.
- have each page numbered.
- use no smaller than a 12-point typeface with no more than six lines per vertical inch and standard spacing between letters. Condensed fonts are not acceptable. Handwritten text responses are not acceptable.

Grants.gov applicants should save the document with the file name "TextResponses." Applicants will use the Attachments Form to add this document (or documents) to their applications. Attachments will be accepted only in one of the following formats: Microsoft Word (.doc), Adobe Portable Document Format (.pdf), Microsoft Excel (.xls), JPEG (.jpg), rich text (.rtf), or plain text (.txt).

Abstract

A Project Abstract not exceeding one single-spaced (660-word maximum) page must be provided. Information in the abstract should cover the following areas as related to the proposed project:

- Who is the lead applicant and who are the formal partners, if applicable?
- What is the time frame for the project?
- What will be the project's activities, outcomes, and tangible products?

This abstract may be used by IMLS for public information purposes, so it should be informative to other persons working in the same or related fields and insofar as possible understandable to a technically literate lay reader. The abstract must not include any proprietary or confidential information.

Schedule of Completion

The applicant must provide a Schedule of Completion that shows when each major project task will be undertaken, marks the milestones for each grant activity, and designates how grant funds are to be spent throughout the project. The Schedule of Completion must also correspond to the activities described in the narrative and the project dates on the Face Sheet and Budget pages. One way to plot this information is in a graph or chart that lists project activities and the corresponding months when these activities will take place during the project. This document may be created as a narrative or spreadsheet, and should be no longer than one page per year. See page 56 for an example.

Budget Justification

The Budget Justification should explain all elements of the Detailed Budget and the "Other costs" listed for the education component, if requested. For example, the Budget Justification should explain the role that each person listed in the project budget will play. It should also provide justification for all proposed equipment, supplies, travel, services, and other expenses. The application should provide specifications for all hardware and software for which IMLS funding is requested.

IMLS encourages applicants to contribute as cost share the salaries of permanent staff to be employed on a project in proportion to the amount of time they will spend on the project. If IMLS funding is requested for salaries of permanent staff, the proposal should explain why funds are requested for this purpose and how the regular duties of these individuals will be performed during the grant period. The Budget Justification should explain the role of any outside consultants and third-party vendors to be employed on the project and how each was identified and selected. Costs for third-party service providers should be documented by bids or otherwise justified.

The cost of project activities to be undertaken by a third-party contractor, or a partner, should be listed under "Services on the Detailed Budget" as a single line item that shows the amount that will be charged to IMLS grant funds and the cost sharing that will be provided by the third party. A complete itemization of these costs should be included as part of the Budget Justification. If there is more than one contractor, the cost of each contract must be listed separately on the IMLS Budget Form and an itemization must be included as part of the Budget Justification.

Organizational Profile

Provide an organizational profile of no more than one page. Include the following information: (1) the organization's mission and (2) the organization's service area (audience served, including size, demographic characteristics, and geographic area). This information will give the reviewers an understanding of the applicant organization.

Names of All the Formal Partners for This Project (if applicable)

The applicant must list all official partners and include a brief description of each partner's key roles and responsibilities in the project.

List of Key Project Staff and Consultants and Resumes for Key Project Personnel

1. Provide a list of the key project staff and the consultants who will be directly involved in the program.

2. Add resumes or vitae of no more than two pages each for all key personnel (both staff and consultants). Add a page break at the end of the list of personnel, then add page breaks at the end of each of the resumes/vitae.

3. If the key project personnel have not been selected by the application deadline date, then submit position descriptions instead of resumes. Because application reviewers rely on resumes to determine the project's potential for success, if the personnel have not been chosen, the application may be at a competitive disadvantage.

Statement of Purpose/Mission Statement and History

The Statement of Purpose and History page includes a mission statement and brief background history for the reviewers that

- must note the source, approving body, and date of the official document in which it appears
- may be quoted from or summarized to convey the essential points of the statement, if the statement is too long to be quoted in full
- must accurately portray the museum's purpose or mission
- uses the remaining space on the page to include a brief history of the museum
- must be one page or less

Explanation of Budget Surplus or Deficit

If an applicant indicates a budget surplus or deficit for the two previous fiscal years on question 4g of the Program Infomation Sheet, they must include a one-page explanation.

SUPPORTING DOCUMENTATION

Required Supporting Documentation

Supporting documentation is documents that specifically relate to the justification for the project. IMLS requires inclusion of required documentation for the specific project applied for, and strongly encourages the inclusion of any suggested documentation.

Required attachments may include survey reports, treatment proposals, photographic documentation, letters of commitment, resumes, position descriptions, bibliography, and curricula. Suggested attachments, although not required, that may strengthen a proposal may include a long-range conservation plan, letters of support, and photographic documentation.

Note: All supporting documentation should include dates of creation and authorship.

For All Conservation Projects (Except General Surveys)

- General Conservation Survey report or CAP survey (projects with Nonliving, Natural History/Anthropology, and Living Plant collections only). Applicants who do not have a General Conservation Survey or CAP survey should contact CPS program staff immediately. *Note:* Instead of the entire general survey, applicants may submit only its executive summary and pertinent parts.

For General Survey and Detailed Condition Survey Projects

- A sample of the survey form to be used, a sample of a similar conservation survey previously completed by the applicant's proposed consultant or conservation professional, or a brief paragraph that details what will appear on the survey form.

For Training Projects (or projects that include a Training Component)

- Applicants must include a training curriculum or a separate description of the proposed training activities.

For Treatment Projects

- Visual documentation of object(s) or specimen(s) to be conserved (e.g., slides, photographs, videos, publications). *Note:* Please make sure the quality of the visual images submitted allows for easy identification of the object or specimen and the damage from which it suffers.
- Detailed condition reports and/or proposals for each object or specimen (or group of like objects or specimens). *Note:* Condition reports and treatment proposals should be prepared in accordance with the American Institute for Conservation's Code of Ethics and Guidelines for Practice.

For Research Projects

- Bibliography of literature search (alphabetical order)
- Reference citations used in the application narrative (numeric order)

Suggested Supporting Documentation

For All Conservation Projects
- Collections management policy
- Long-range conservation plan
- Any previous conservation surveys conducted at the museum

For Environmental Improvement Projects
- Any previous survey reports of environmental conditions
- Product literature and comparative bids for major purchases or contracts
- Photographs of environment to be improved
- Any building structure reports

For Treatment Projects
- Any building reports

For Research Projects
- Publications of previous research results

For Living Plant and Animal Research Projects
- Written confirmation of the project's review and approval by the applicant's Institutional Animal Care and Use Committee (IACUC) or Animal Welfare Committee. *Note:* If there is no standing IACUC at the institution, include evidence of approval by the entity or group responsible for oversight of animal welfare and human use of animals in research.
- Letters of support from Taxon Advisory Group (TAG) and/or Species Survival. Current status of these animals in the wild and captivity.
  - Regional collection plan
  - Similar efforts
  - Importance of project to captive and wild population
  - Zoo's ability to undertake project
- Appropriate letters of support or endorsement should come from the United States Fish and Wildlife Service, or the management authority in the host country.
- For international projects, appropriate letters of support or endorsement.

OTHER ATTACHMENTS

Proof of Nonprofit Status

If the applicant's organization is a private, nonprofit organization (for those who answered "Private Nonprofit" or "Other" on question 5d of the Face Sheet):

- The applicant must submit a copy of the IRS letter indicating the organization's eligibility for nonprofit status under the applicable provisions of the Internal Revenue Code of 1954, as amended.
- IMLS will not accept a letter of state sales tax exemption as proof of nonprofit status.

Letters of Commitment

Applicants must submit a letter of commitment for each project consultant. The letter should include

- confirmation that the consultant will work on the project if funded
- dates of service, scope of work, and fee structure

The information in this letter must correspond to the information in the application narrative.

Points to Remember

- The number of attachments that may be included is not limited. However, all attachments must relate specifically to the applicant's project. Grants.gov applicants are provided with two Attachments Forms, each allowing up to 15 attachments. Applicants are encouraged to create multipage documents that include multiple attachments, when possible.

- Do not overburden the field reviewers with unnecessary materials.

- All attachments should include dates of creation and authorship.
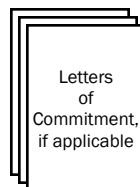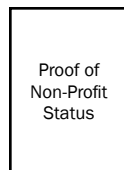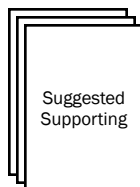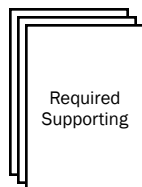
ASSEMBLING PAPER APPLICATION PACKAGES

Review your application package carefully before sending it to us. You must include all of the required items listed below and the proper number of copies. (Each item described in detail in Step 2.) Your application is subject to rejection without review if any required item is missing. If you have any questions, contact CPS Program staff.

Step One: Make two photocopies of your Face Sheet and Program Information Sheet

Extra Face Sheets/ Program Information Sheets (copy 1)

Extra Face Sheets/ Program Information Sheets (copy 2)
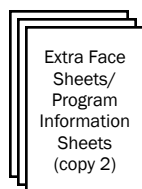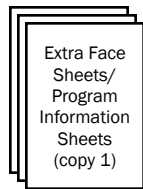
Note: Make sure to copy all 5 pages of the Face Sheet and Program Information Sheet

Step Two: Collate ONE original (complete) copy of your application as follows:

Face Sheet (2 pages)

Program Information Sheet (3 pages)

CPS Narrative (7 or fewer pages)

Education Component Narrative, if appliable (3 or fewer pages)

Detailed Budget Forms by Year (3 pages each)

Summary Budget (1 page)

"Text Responses" Document

Required Supporting

Suggested Supporting

Proof of Non-Profit Status

Letters of Commitment, if applicable
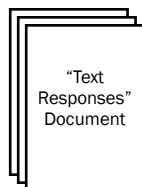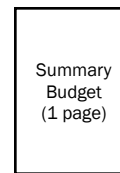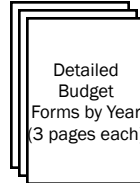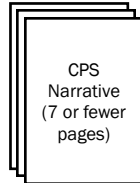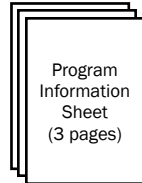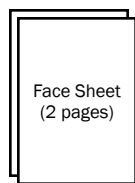
Step Three: Make SIX identical sets of the material assembled in Step Two.

Step Four: Collate your piles from Steps One thru Three as follows:

Extra Face Sheets and Program Information Sheets (2 copies)

Original Application

Six copies of the Original Application
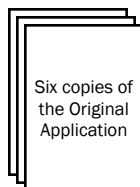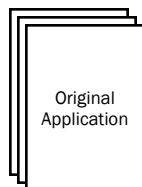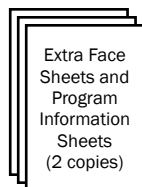
Step One   **Step Two**   **Step Three**
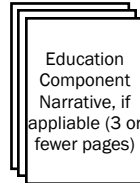
Do not use staples to fasten pages together; use binder clips or other removable binding. *Please Note: IMLS will not do your photocopying or collating!*

Your materials are now ready to send to IMLS!

SUBMITTING GRANTS.GOV APPLICATIONS

1. In the top left corner of the Grants. gov menu screen, applicants will see "Submit," "Save," "Print," "Cancel," and "Check Package for Errors" buttons.

2. Once applicants have completed the CPS application (i.e., all of the Mandatory Documents have been completed and moved to the "Completed Documents" box), they should click the "Check Package for Errors" button to double-check that they have provided all required information.

3. Applicants should then click the "Save" button one last time to make sure that all of the most current information is saved. (At this point, the invalid values message should not pop up.)

4. Applicants should print out a hard copy of the completed application for their files. Clicking the "Print" button will print out all of the forms in the "Mandatory Completed Documents for Submission" box. Applicants who desire a hard copy of the items attached to the Attachments Form will have to print those out on their own.

5. The authorized official will click the "Submit" button. The "Submit" button will not become active until the application is saved with all required fields completed. Clicking this button will reconnect the user to Grants.gov and the Internet. The authorized official will be prompted to provide the Grants.gov UserID and password that were obtained during the Grants.gov registration process.

Applicants should be certain that they are satisfied with their application before clicking the "Submit" button. No changes or revisions are possible once the application is submitted.

Grants.gov will put a date/time stamp on each application after it is fully uploaded. The time it takes to upload an application will vary depending on a number of factors, including the size of the application, the speed of the applicant's Internet connection, and the number of other applications (for grants from a variety of federal agencies) being sent to Grants.gov at the same time.

Applications can be submitted until 11:59 P.M. (Eastern time) on October 2. However, applicants are strongly encouraged to submit applications early, in case of delays resulting from heavy online traffic or to deal with any last-minute problems that may be encountered.

6. Upon submission of the application to Grants.gov, the Grants.gov tracking number assigned to the application will display on the screen. Applicants should print out a copy of this notification number for their records. The tracking number also will be e-mailed to the authorized organization representative.

7. After the CPS deadline (October 1, 2006), applicants will receive a notification via e-mail from Grants.gov when IMLS retrieves their applications from Grants.gov.

SENDING THE APPLICATION TO IMLS

Ship or hand-deliver CPS applications *postmarked by October 1, 2006* to

Conservation Project Support Grants
Office of Museum Services
Institute of Museum and Library Services
1800 M Street, NW, 9th Floor
Washington, DC 20036-5802

Shipping
- All applications must be postmarked no later than the application deadline. Applications that do not meet the postmark deadline will be rejected without evaluation.
- Please consider using commercial delivery services. Applications need not be sent overnight; ground service is acceptable.
- If the U.S. Postal Service must be used, IMLS recommends certified or registered mail.
- Because of the length and number of copies required for complete submission, applications cannot be accepted by fax or e-mail.
- In the event that a deadline falls on a day U.S. post offices are closed, such as Sundays and federal holidays, IMLS will accept proposals postmarked the next business day.

Hand Delivery
IMLS accepts hand-delivered applications between 9:00 A.M. and 4:30 P.M. (eastern time) daily, except Saturday, Sunday, and federal holidays. IMLS will provide a dated receipt at the time of delivery.

IMLS Acknowledgement
- Within 30 working days after the application deadline, IMLS will e-mail applicants an acknowledgment form with an application log number. Applicants who do not receive this form should contact IMLS to make sure the application was received.
- If an application is received more than 30 working days after the postmark deadline, it may not be sent out for review and may be rejected. See "Shipping," above, for information about postal delays.
- IMLS may ask for proof of shipping if the postmark date on the package cannot be read.
- The U.S. Postal Service does not always postmark packages when it receives them. Ask to have the package dated, then verify that it is properly date stamped.
- IMLS will accept a legible receipt stamped by the U.S. Postal Service or a legible dated shipping label, invoice, or receipt from a commercial carrier.
- IMLS will not accept private metered postmarks or private mail receipts unless they contain a legible date stamped by the U.S. Postal Service.
- If registered mail is used, the green return receipt card does not meet the IMLS requirement for proof of shipping.

Application Forms

APPLICATION CHECKLIST

An application requesting CPS funding should include the following materials:

- [ ] Face Sheet: the two-page form on pages 47-48 of this booklet or "Application for Federal Domestic Assistance/Short Organizational Form (SF-424)" on Grants.gov.

- [ ] Program Information Sheet: the three-page form on pages 49-51 of this booklet, which is available as a fill-in PDF form or Word document in the Grants.gov zip file or on the IMLS Web site.

- [ ] CPS narrative (not to exceed seven pages); include each question's number and label.

- [ ] Education component narrative (not to exceed three pages); include each question's number and label.

- [ ] Budget: the four-page form on pages 52-55 of this booklet, with the detailed budget pages replicated for each year.

- [ ] Text Responses document(s), which will include the following:
    - [ ] Abstract
    - [ ] Schedule of completion
    - [ ] Budget justification
    - [ ] Organizational profile
    - [ ] List of key project staff and consultants
    - [ ] Resumes for key project personnel
    - [ ] Statement of purpose/mission statement and history
    - [ ] Explanation of budget surplus or deficit, if applicable

- [ ] Supporting documentation (see pages 38-39).

- [ ] Other attachments:
    - [ ] Proof of Nonprofit Status, if applicable
    - [ ] Letters of Commitment, if applicable
    - [ ] Current, federally negotiated rate for indirect costs, if applicable

FACE SHEET - PAGE ONE

Please note: Questions 1—4 will auto-fill for Grants.gov applicants and are not required for paper applicants.

5. Applicant Information

a. Legal Name: _____

b. Address:

Street1: _____ Street2: _____

City: _____ County: _____

State: _____ Province: **N/A**_____

Country: _____ Zip+4/Postal Code: _____

c. Web Address: **http://**_____

d. Type of Applicant (check one):

❑ State Government
❑ County Government
❑ City or Township Government
❑ Special District Government
❑ Regional Organization
❑ U.S. Territory or Possession
❑ Independent School District
❑ Public/State-Controlled Institution of Higher Education
❑ Indian/Native American Tribal Government (Federally Recognized)
❑ Indian/Native American Tribal Government (Other than Federally Recognized)
❑ Indian/Native American Tribally Designated Organization
❑ Public/Indian Housing Authority

❑ Nonprofit with 501(c)3 IRS Status (Other than Institution of Higher Education)
❑ Nonprofit without 501(c)3 IRS Status (Other than Institution of Higher Education)
❑ Private Institution of Higher Education
❑ Individual
❑ For-Profit Organization (Other than Small Business)
❑ Small Business
❑ Hispanic-serving Institution
❑ Historically Black Colleges and Universities (HBCUs)
❑ Tribally Controlled Colleges and Universities (TCCUs)
❑ Alaska Native and Native Hawaiian Serving Institutions
❑ Nondomestic (non-U.S.) Entity
❑ Other (specify) _____

e. Employer/Taxpayer Number (EIN/TIN): _____ f. Organizational DUNS: _____

6. Project Information

a. Project Title: _____

b. Project Description:

c. Proposed Project Start Date: _____ End Date: _____

7. Project Director

a. Social Security Number: **N/A**_____

b. Prefix: _____ c. First Name: _____ d. Middle Name: _____

e. Last Name: _____ f. Suffix: _____

g. Title: _____ h. E-mail: _____

i. Telephone Number: _____ j. Fax Number: _____

7. Project Director (continued)

k. Address

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Province: _N/A_____

Country: _____   Zip+4/Postal Code: _____

8. Primary Contact/Grants Administrator

❑   Same as Project Director (skip to next item)   a. Social Security Number: _N/A_____

b. Prefix: _____   c. First Name: _____   d. Middle Name: _____

e. Last Name: _____   f. Suffix: _____

g. Title: _____   h. E-mail: _____

i. Telephone Number: _____   j. Fax Number: _____

k. Address

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Province: _N/A_____

Country: _____   Zip+4/Postal Code: _____

9. Authorized Representative

*By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties (U.S. Code, Title 218, Section 1001).

**The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

a. ❑   *I Agree

b. Prefix: _____   c. First Name: _____   d. Middle Name: _____

e. Last Name: _____   f. Suffix: _____

g. Title: _____   h. E-mail: _____

i. Telephone Number: _____   j. Fax Number: _____

k. Signature of Authorized Representative: _____

l. Date Signed: _____

PROGRAM INFORMATION SHEET - PAGE ONE

1. Applicant Information

a. Legal Name (5a from Face Sheet): _____

b. Organizational Unit (if different from Legal Name): _____

c. Organizational Unit Address

Street1: _____   Street2: _____

City: _____   County: _____

State: _____   Zip+4/Postal Code: _____

d. Web Address: **http://**_____

e. Type of Institution (check one):

❑ Academic Library
❑ Aquarium
❑ Arboretum/Botanical garden
❑ Art Museum
❑ Children's/Youth Museum
❑ Community College
❑ Four-year College
❑ General Museum*
❑ Graduate School of Library and Information Science
❑ Historic House/Site
❑ Historically Black College or University
❑ History Museum

❑ Library Association
❑ Library Consortium
❑ Museum Library
❑ Museum Services Organization/ Association
❑ Native American Tribe/Native Hawaiian Organization
❑ Natural History /Anthropology Museum
❑ Nature Center
❑ Planetarium
❑ Public Library
❑ Research Library/Archives

❑ School Library, or School District applying on behalf of a School Library or Libraries
❑ Science/Technology Museum
❑ Special Library
❑ Specialized Museum**
❑ State Library
❑ State Museum Agency
❑ State Museum Library
❑ Zoo
❑ Institution of higher education other than listed above
❑ Other, please specify:

_____

*A museum with collections representing two or more disciplines equally (e.g., art and history)
**A museum with collections limited to one narrowly defined discipline (e.g., textiles, stamps, maritime, ethnic group)

2. Grant Program or Grant Program Category

❑ **a. 21st Century Museum Professionals**

b. Conservation Project Support
❑ General Conservation Survey
❑ Detailed Conservation Survey
❑ Environmental Survey
❑ Environmental Improvements
❑ Treatment
❑ Research
❑ Training
❑ Impact Project

c. Laura Bush 21st Century Librarian Program
❑ Master's-level Programs
❑ Doctoral-level Programs
❑ Pre-professional Programs
❑ Research (early career development)
❑ Research (other than early career development)
❑ Continuing Education
❑ Programs to Build Institutional Capacity

❑ **d. Museum Grants for African American History and Culture**

e. Museums for America
❑ Sustaining Cultural Heritage
❑ Supporting Lifelong Learning
❑ Serving as Centers of Community Engagement

f. National Leadership Grants
Select Museum or Library:
❑ Museum
❑ Library
Select Grant Category:
❑ Advancing Learning Communities
❑ Building Digital Resources
Research and Demonstration:
❑ Research
❑ Demonstration

g. Native American Library Services
❑ Basic Grant only
❑ Basic Grant with Education/ Assessment Option
❑ Enhancement Grant
❑ Native Hawaiian Library Services

h. Native American/Native Hawaiian Museum Services
❑ Programming
❑ Professional Development
❑ Enhancement of Museum Services

❑ **i. Partnership for a Nation of Learners Community Collaboration Grants**

3. Request Information

a. IMLS funds requested: _____   b. Cost share amount: _____

4. Museum Profile (Museum Applicants only)

a. Is the institution either a unit of state or local government or a private not-for-profit organization that has tax-exempt status under the Internal Revenue Code and that is organized on a permanent basis for essentially educational or aesthetic purposes?   ❑ Yes   ❑ No

b. Does the institution own or use tangible objects, whether animate or inanimate?   ❑ Yes   ❑ No

c. Does the institution care for tangible objects, whether animate or inanimate?   ❑ Yes   ❑ No

d. Are these objects exhibited by the institution to the general public on a regular basis through facilities the institution owns or operates?   ❑ Yes   ❑ No

e. Is the institution open and exhibiting tangible objects to the general public at least 120 days a year through facilities the institution owns or operates?   ❑ Yes   ❑ No

 Institution's attendance for the 12-month period prior to the application: Onsite: _____   Offsite: _____

 Year the institution was first open and exhibiting to the public: _____

 Total number of days the institution was open to the public for the 12-month period prior to application: _____

f. Does the institution employ at least one professional staff member, or the full-time equivalent, whether paid or unpaid, who is primarily engaged in the acquisition, care, or exhibition to the public of tangible objects owned or used by the institution?   ❑ Yes   ❑ No

 Number of full-time paid institution staff: _____   Number of full-time unpaid institution staff: _____

 Number of part-time paid institution staff: _____   Number of part-time unpaid institution staff: _____

g.

Fiscal year	Revenue/ Support income	Expenses/ Outlays	Budget deficit (if applicable)*	Budget surplus (if applicable)*
Most recently completed FY _____				
Second most recently completed FY _____				

 *If Institution has a budget deficit or surplus for either of the two most recently completed fiscal years, please explain the circumstances of this deficit or surplus in the Text Responses section of the application.

5. Public Broadcasting Licensee Information (Partnership for a Nation of Learners Grants only)

a. Nonfederal financial support (NFFS) for the most recently completed fiscal year: $_____ .00

b. CPB CSG ID# _____

6. Native Hawaiian Organization Eligibility (Native American/Native Hawaiian Programs only)

Is the institution an eligible not-for-profit organization that primarily serves and represents Native Hawaiians (as defined in Title 20 U.S.C. Section 7517; if yes, see Proof of Eligibility requirements)?   ❑ Yes   ❑ No

7. Institutional Profile (Native American Library Services Grants only)

a. Number of hours per week the library collection is accessible to patrons: _____

b. Number of staff dedicated full-time to library operations: _____

c. Number of staff with part-time library duties: _____

d. Number of holdings (books, journals, media): _____

e. Number of circulation transactions per year: _____

f. Does library staff have access to the Internet? ❑ Yes ❑ No

g. Does the library provide public access to the Internet? ❑ Yes ❑ No

h. Amount of operating budget for library services in most recently completed fiscal year: $_____

i. Identify which of the following activities will be supported by grant funds (check all that apply):
- ❑ Expand services for learning and access to information and educational resources.
- ❑ Develop library services that provide all users with access to information.
- ❑ Provide electronic and other linkages between and among all types of libraries.
- ❑ Develop public and private partnerships with other agencies and community-based organizations.
- ❑ Target library services to help increase the access and the ability to use information resources for individuals of diverse backgrounds, with disabilities, or with limited functional literacy or information skills.
- ❑ Target library and information services to help increase the access and the ability to use information resources for persons having difficulty using a library, and for underserved urban and rural communities.

j. Maintenance of Effort (check the appropriate response):
- ❑ FY 2007 expenditures will equal or exceed previous 12 month grant period. Maintenance of effort is assured.
- ❑ FY 2007 expenditures will not equal or exceed previous 12 month expenditure. Maintenance of effort is not assured.
- ❑ Maintenance of effort does not apply.

8. Collection and Material Information (Conservation Project Support Grants only)

a. Type of Collection
- ❑ Nonliving
- ❑ Natural History/Anthropology
- ❑ Animals, living
- ❑ Plants, living

b. Types of Materials. Use a scale from 1 (primarily affected) to 4 (minimally affected) to show which collection types are primarily affected by the project:

____ aeronautics, space/airplanes	____ horological (clocks)	____ photography, negatives
____ animals, live	____ landscape features, constructed	____ photography, prints
____ animals, preserved	____ machinery	____ physical science projects
____ anthropologic, ethnographic	____ maritime, historic ships	____ plants, live
____ archaeological	____ medals	____ plants, preserved
____ books	____ medical, dental, health, pharmacological	____ sculpture, indoor
____ ceramics, glass, metals, plastics		____ sculpture, outdoor
____ documents, manuscripts	____ military, including weapons	____ textiles and costumes
____ furniture/wooden objects	____ motion picture, audiovisual	____ tools
____ geological, mineral, paleontological	____ musical instruments	____ toys and dolls
	____ numismatics (money)	____ transportation, excluding airplanes
____ historic buildings	____ paintings	
____ historic sites	____ philatelic (stamps)	____ works of art on paper

BUDGET FORM - PAGE ONE

a. Legal Name (5a from Face Sheet): _____

b. Requested Grant Period From: _____ Requested Grant Period Through: _____

c. If this is a revised budget, indicate application/grant number: _____

Section A: Detailed Budget

a. Year: 1❑ 2❑ 3❑ 4❑   b. Budget Detail for the Period From: _____   c. Through: _____

1. Salaries and Wages

Name/Title of Position	No.	Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
		SUBTOTALS			

2. Fringe Benefits

Rate		$ Salary Base	$ Grant Funds	$ Cost Sharing	$ Total
	% of				
	% of				
	% of				
	SUBTOTALS				

3. Consultant Fees

Name or Type of Consultant	No. of days	Daily Rate of Compensation	$ Grant Funds	$ Cost Sharing	$ Total
		SUBTOTALS			

BUDGET FORM - PAGE TWO

4. Travel

From/To	No. of persons	No. of days	$ Subsistence Costs	$ Transportation Costs	$ Grant Funds	$ Cost Sharing	$ Total
				SUBTOTALS			

5. Supplies and Materials

Item	Basis/Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
	SUBTOTALS			

6. Services

Item	Basis/Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
	SUBTOTALS			

7. Student Support (Laura Bush 21st Century Librarians Program only)

Item	Basis/Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
SUBTOTALS				

8. Other Costs

Item	Basis/Method of Cost Computation	$ Grant Funds	$ Cost Sharing	$ Total
SUBTOTALS				

9. Total Direct Costs

	$ Grant Funds	$ Cost Sharing	$ Total
TOTALS (Add subtotals of items 1 to 8)			

10. Indirect Costs

Read the instructions about Indirect Costs before completing this section. Check the appropriate box below and provide the information requested.

❑ Current indirect cost rate(s) have been negotiated with a federal agency (for item A, indicate the name of the agency and date of agreement expiration; complete item B).

❑ Indirect cost proposal has been submitted to a federal agency but not yet negotiated (for item A, indicate the name of the agency and date of proposal; complete item B).

❑ Applicant chooses a rate not to exceed 15% of direct costs (complete item B).

❑ Applicant is a State Library Administrative Agency and will charge an administrative fee of 4% of total costs (complete item B).

Item A: Name of federal agency: _____

Expiration Date: _____ Proposal Date: _____

Item B:

Rate		$ Base	$ Grant Funds	$ Cost Sharing	$ Total
	% of				
	% of				
	% of				
	SUBTOTALS				

11. Total Project Costs

	$ Grant Funds	$ Cost Sharing	$ Total
PROJECT COST TOTALS (Direct and Indirect for Budget Period)			
PROJECT COST TOTALS (Excluding Student Support)			

BUDGET FORM - PAGE FOUR

Section B: Summary Budget

	$ IMLS	$ Cost Share	$ TOTAL COSTS
1. Salaries and Wages			
2. Fringe Benefits			
3. Consultant Fees			
4. Travel			
5. Supplies and Materials			
6. Services			
7. Student Support			
8. Other Costs			
TOTAL DIRECT COSTS (1—8)			
9. Indirect Costs			
TOTAL COSTS (Direct and Indirect)			

Project Funding for the Entire Grant Period

1. Grant Funds Requested from IMLS

2. Cost Sharing:

    a. Cash Contribution

    b. In-Kind Contribution

    c. Other Federal Agencies*

    d. TOTAL COST SHARING

3. TOTAL PROJECT FUNDING (1+2d)

% of Total Costs Requested from IMLS

* If funding has been requested from another federal agency, indicate the agency's name:

SAMPLE SCHEDULE OF COMPLETION

This is a sample format for a schedule of completion (see page 36). You may prepare yours in a similar manner or you may create your own format. Whatever format you choose, be sure to list each major project activity addressed in your narrative, the date each activity begins and ends (month, day, year), and if part of a much larger project make sure the IMLS funded portion is clearly identified. It is critical that the dates on your schedule of completion correspond to the project dates on your Face Sheet (pages 47-48).

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
Activity One												
Activity Two												
Activity Three												
Activity Four												
Activity Five												
Activity Six												
Activity Seven												
Activity Eight												
Activity Nine												
Activity Ten												
Activity Eleven												
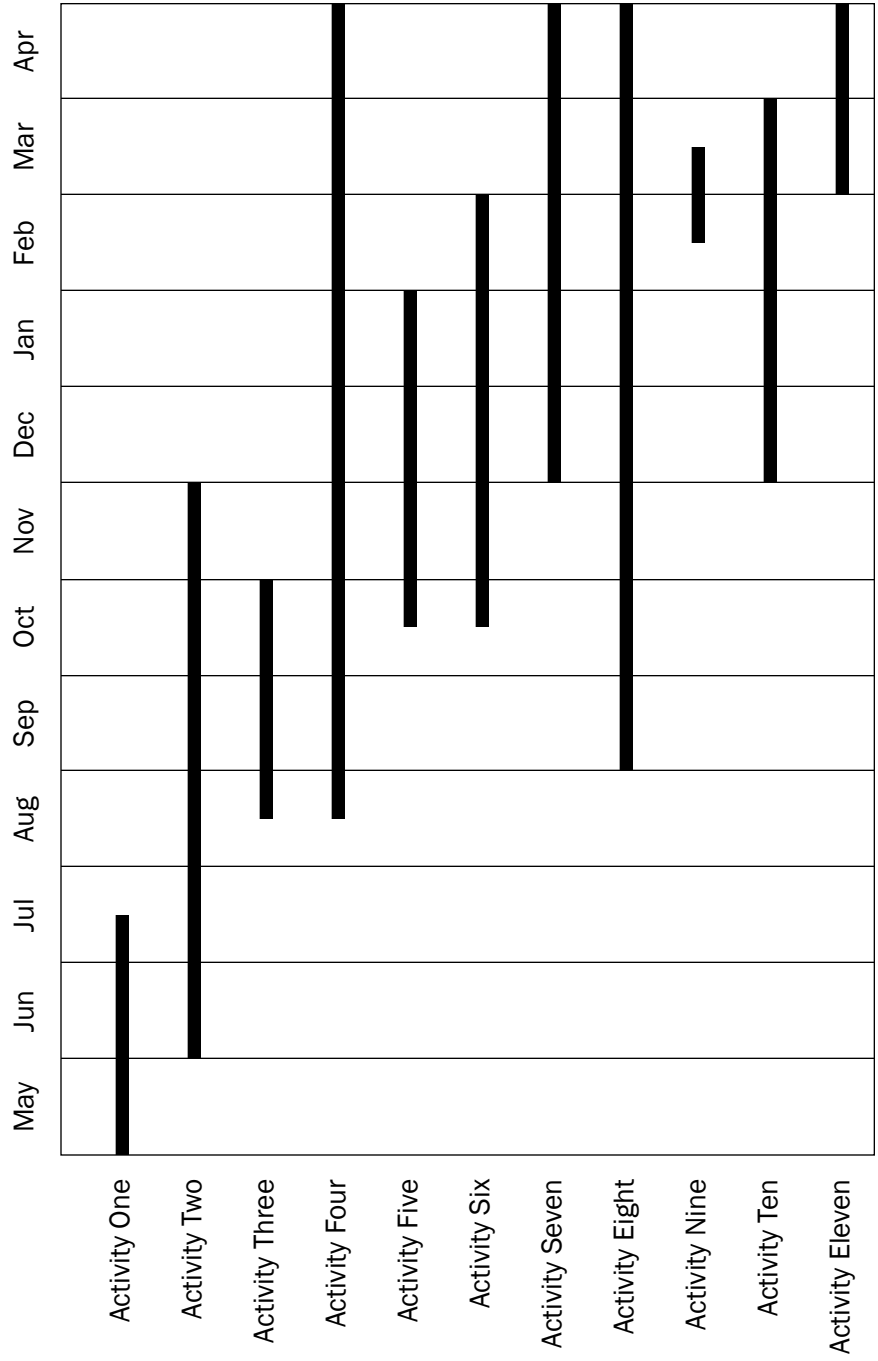
IMLS ASSURANCES AND CERTIFICATION

IMLS is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, nondiscrimination, and a drug-free workplace. Applicants requesting more than $100,000 in grant funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Some applicants will be required to certify that they will comply with other federal statutes that pertain to their particular situation. These requirements are incorporated in the Assurances Statement below. The authorized representative/ authorizing official must review the statement and provide the certification in item 9 on the application Face Sheet, page 47-48.

Assurances Statement

By signing the application form, the authorized representative/authorizing official, on behalf of the applicant, assures and certifies that, should a grant be awarded, the applicant will comply with the statutes outlined below and all related IMLS regulations, which are found in 45 C.F.R., Chapter XI, Subchapter E (Institute of Museum and Library Services). These assurances are given in connection with any and all financial assistance from IMLS after the date this form is signed, but may include payments after this date for financial assistance approved prior to this date. These assurances shall obligate the applicant for the period during which the federal financial assistance is extended. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in these assurances, and that the United States government has the right to seek judicial enforcement of these assurances, which are binding on the applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application form.

IMLS ASSURANCES AND CERTIFICATION

Certifications Required of All Applicants

Financial, Administrative, and Legal Accountability

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant has legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay the nonfederal share of project costs) to ensure proper planning, management, and completion of the project described in this application.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 (31 U.S.C. § 7501 et seq.) and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of OMB Circular No. A-110, "Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."

Federal Debt Status

The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt.

Suspension and Debarment

1. The authorized representative/authorizing official, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant and its principals:

   (a) Are not presently excluded or disqualified;

   (b) Have not been convicted within the preceding three years of any of the offenses listed in 45 C.F.R. 1185.800(a) or had a civil judgment rendered against the applicant or its principals for one of those offenses within that time period;

   (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses listed in 45 C.F.R. 1185.800(a); and

   (d) Have not had one or more public transactions (Federal, State, or local) terminated within the preceding three years for cause or default.

2. The authorized representative/authorizing official, on behalf of the applicant, further certifies that the applicant and its principals will comply with 45 C.F.R. Part 1185 Subpart C (Responsibilities of Participants Regarding Transactions) and will require similar compliance with Subpart C by persons at the next lower tier with whom the primary tier participant enters into covered transactions.

Nondiscrimination

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the following nondiscrimination statutes and their implementing regulations:

(a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 et seq.), which prohibits discrimination on the basis of race, color, or national origin;

(b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 et seq.), which prohibits discrimination on the basis of disability;

(c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-83, 1685-86), which prohibits discrimination on the basis of sex in education programs; and

(d) the Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 et seq.), which prohibits discrimination on the basis of age.

Drug-Free Workplace

The authorized representative/authorizing official, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in Subpart B of 45 C.F.R. Part 1186.

This includes: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for its employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either with this application, upon award, or in documents kept on file in the applicant's office) all known workplaces under the award.

IMLS ASSURANCES AND CERTIFICATION

Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of $100,000)

The authorized representative/authorizing official certifies, to the best of his or her knowledge and belief, that:

(a) no federal appropriated funds have been paid or will be paid, by or on behalf of the authorizing official, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into of a cooperative agreement, or the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement;

(b) if any funds other than appropriated federal funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative/authorizing official shall request, complete, and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions; and

(c) the authorizing official shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

General Certification

The authorized representative/authorizing official, on behalf of the applicant, certifies that it will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing the program. IMLS grant regulations may be found at 45 C.F.R., Chapter XI, Subchapter E (Institute of Museum and Library Services).

Certifications Required of Some Applicants

The following certifications are required if applicable to the project for which an application is being submitted. Applicants should be aware that additional federal certifications, not listed below, might apply to a particular project.

Subagreements

A grantee may not make a subgrant (for more details, see 45 C.F.R., Chapter XI, Subchapter E (Institute of Museum and Library Services)). Applicants who plan to use awards to fund contracts, and subcontracts should be aware that they must receive the following certifications from those who bid on contracts:

1. certification of compliance with the nondiscrimination statutes from institutional applicants and contractors, and
2. certification regarding debarment and suspension from potential contractors and subcontractors who will receive $100,000 or more in grant funds. Applicants are also required to include without modification the following wording in solicitations for contracts that are expected to equal or exceed $100,000:
   (a) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
   (b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Native American Human Remains and Associated Funerary Objects

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the provisions of the Native American Graves Protection and Repatriation Act of 1990 (25 U.S.C. § 3001 et seq.), which applies to any organization that controls or possesses Native American human remains and associated funerary objects, and which receives federal funding, even for a purpose unrelated to the Act.

Historic Properties

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will assist the awarding agency in ensuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. § 470f), Executive Order (E.O.) 11593, and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. § 469 et seq.).

Environmental Protections

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with environmental standards, including the following:

(a) institution of environmental quality control measures under the National Environmental Policy Act of 1969, as amended (42 U.S.C. § 4321 et seq.) and Executive Order (E.O.) 11514;

(b) notification of violating facilities pursuant to Executive Order (E.O.) 11738;

(c) protection of wetlands pursuant to Executive Order (E.O.) 11990, as amended by Executive Order (E.O.) 12608;

(d) evaluation of flood hazards in floodplains in accordance with Executive Order (E.O.) 11988, as amended;

(e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972, as amended (16 U.S.C. § 1451 et seq.);

(f) conformity of federal actions to State (Clean Air) Implementation Plans under section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.);

(g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (42 U.S.C. § 300f et seq.); and

(h) protection of endangered species under the Endangered Species Act of 1973, as amended (16 U.S.C. §§ 1531-1543).

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. §1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the applicant will comply with the flood insurance requirements of the Flood Disaster Protection Act of 1973, as amended (42 U.S.C. § 4001 et seq.), which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

Research on Human and Animal Subjects

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with 45 C.F.R. Part 46 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.

The authorized representative/authorizing official, on behalf of the applicant, certifies that the project will comply with the Laboratory Animal Welfare Act of 1966, as amended (7 U.S.C. § 2131 et seq.) pertaining to the care, handling, and treatment of warm-blooded animals held for research, teaching, or other activities supported by this award of assistance.

For further information on these certifications, contact IMLS, 1800 M Street, NW, 9th Floor, Washington, DC 20036. Or call 202/653-IMLS (4657).

APPLICATION TIPS

To Make Your Application More Competitive...

- Recruit your conservation personnel at the beginning stages of project development, before you submit your application. They can help you develop a suitable project design and budget and their inclusion will strengthen your application.
- Complete the project budget before completing the rest of the application. Identifying your financial needs will help you envision the project and enable you to describe the project activities more effectively in the application narrative.
- Proofread your application carefully. A neatly typed, grammatically correct application makes the most favorable impression on reviewers.
- Be sure that your supporting documents fully justify your choice of projects. You must convince the reviewers that the proposed activities address your institution's highest collections care priority. Living collections projects should include a carefully thought-out scientific design.
- Finish your application a few days ahead of the application deadline. This will give you time to do a final proofreading and make any necessary changes before you ship it or submit it through Grants.gov.
- If you are applying for any project other than a general survey, be sure to include your museum's general conservation survey or long-range conservation plan.
- Help your reviewers to locate important information in your supplementary material by referencing specific pages and sections in the application narrative.

And Remember...

- If you apply for an education component, you will not be given additional preference with regard to the review of your application; likewise, if you do not apply for the education component, your proposal will not be viewed less favorably.
- Use the checklist on page 46—it is designed to help you submit a complete application. Run through the checklist for each paper copy of the application to ensure that you send all materials requested. Remember that each of the copies you submit is read by a different reviewer.
- Make sure to include a copy of all supplementary and required documentation with each copy of the application (unless otherwise stated).
- Make your case for funding in the application narrative. The attachments, although important, are supplementary, and not the primary basis upon which your application will be judged. All critical information should appear in the narrative.
- If several museum staff contribute to the preparation of your application, be certain that each one has a complete set of instructions.
- Applications postmarked after the deadline will be rejected. To protect yourself, be sure to get a dated shipping receipt in case your package arrives at the IMLS offices with an illegible postmark.

How to Get Help from IMLS

IMLS has put together a packet of successful CPS grant application narratives from last year's competition. Request these samples from the Office of Museum Services or download them from the IMLS Web site (www.imls.gov) and use them as guides. Contact the Office of Museum Services at 202-653-4789 immediately if you have any questions about the application forms or procedures.